



## Position Announcement

### HR Recruiter (Riverside, MO)

Join and help build [Orange EV](#), a young, fast-growing manufacturer that's become an industry leader, building industrial-strength electric vehicles that are better for the earth, people and bottom line. Orange EV's T-Series pure-electric terminal truck (aka hostler, spotter, yard tractor, etc.) is the first commercially available electric truck of its type, doing the same job as diesels while eliminating the diesel fuel and emissions. As Orange EV grows, early team members will be favorably positioned to grow into higher levels of responsibility.

Orange EV is seeking an HR Recruiter for the Riverside, MO location.

### Position Summary

The HR Recruiter is responsible for working day-to-day recruiting activities and implementing recruiting processes and strategies. This position provides support to Orange EV hiring managers to identify, engage, assess, and hire the best candidates available to meet the companies growing and changing business needs.

### Position Qualifications

- Demonstrated success in recruitment, preferably with both exempt and non-exempt roles;
- General / strong knowledge of key business functions and/or industries. Must have an ability to relate to requirements and/or contacts associated with functions such as finance, marketing, operations, sales, information systems, or specific industry expertise;
- Practical knowledge of compensation practices and market trends to effectively provide support to develop offer packages; and
- Proven ability to understand and implement effective recruiting strategies.

### Position Responsibilities

- Develop corresponding position description for each assignment;
- Develop recruitment project plans;
- Actively target and pursue contacts within qualified, targeted sources. Contact targeted candidates and establish a relationship with all qualified candidates who may have an interest in further pursuit of positions being recruited;
- Provide hiring managers with comprehensive assessment on candidate background, work history, career progression, alignment to role and client culture, compensation, and employment restrictions;
- Manage all communication and relationships with candidates and others involved with the search and research process. Ensure all correspondence is timely, professional, and results in a favorable impression with all candidates and clients;
- Ensure all recruitment practices are compliant with all relevant local, state, and federal employment laws, as well as best practices within the search and recruitment field. Provide guidance and direction to all clients to ensure same;
- Effectively manage a high degree of confidential information and ensure that such information is communicated and/or maintained in an appropriate and professional manner at all times;
- As requested, facilitate all post decision processes, including reference checks, background checks, offer negotiations, relocation details etc.; and
- As requested, provide research and guidance to management on non-recruitment related HR topics.



### **Key Traits**

- Excellent written and verbal communication skills. Demonstrated knowledge and success at the development and communication of professional correspondence;
- Exceptional organizational skills, and demonstrated success in a multi-task environment managing projects of a critical nature with urgency and importance;
- Persistence, flexibility and adaptability in a sometimes-demanding work environment;
- Attention to detail and follow-through; and
- Demonstrated knowledge and proficiency with Microsoft Office tools.

### **Education/Experience**

- Five or more years' experience in an HR related role and Bachelor's degree

### **Ideal Candidates May Also Have**

- Bachelor's degree in business or related field

We appreciate your suggestions or referrals to professionals who may have an interest in this outstanding opportunity. Please direct all inquiries to:

Orange EV

Resumes should be sent to: [Careers@OrangeEV.com](mailto:Careers@OrangeEV.com)

Orange EV is an Equal Opportunity Employer and seek diversity in candidates for employment.  
EEO Employer W/M/Vet/Disabled/Sexual Orientation/Gender Identity